

UFCH Personnel Management Policy

UFCH 人事管理制度

Board Approval Date 董事会批准日期: 2024-12-18

1. Purpose

In reference of relevant laws, regulations, and the United Foundation for China's Health (hereinafter referred to as "UFCH")'s Articles of Association, this policy is created base on actual practice to outline the standards and system of personnel management in UFCH. So to standardize the recruitment, training, and other related work, to protect employee rights, and to develop and utilize the resources reasonably, as well as to improve the team quality in UFCH.

2. Principles

- 1) UFCH employment contract signed by UFCH and the employee clarifies the rights and obligations for both parties. The UFCH employment contract is made in the principles of legitimate, fair, equal and voluntary, negotiated, honest and trustworthy.
- 2) UFCH's personnel management and work carry out strictly by following the relevant National and Beijing regulations and this policy.

3. Recruitment

- 1) The employee should:
 - a) abide the law; be professional;
 - b) meet the requirements needed in education, knowledge, capability and other qualifications asks by the position;
 - c) be loving and dedicated.
- 2) The recruitment work follows the principles of being respectful, moral priority and practical, as well as fair, just, equal, and merit based; Employees of different genders, ages, and ethnicities have the equal rights.
- 3) UFCH makes its staffing plan in accordance with its operation needs, and reports to the Board. The recruitment advertisement is posted in different official channels.
- 4) Employee signs the employment contract according by the law. Employment contract will be terminated when employee under performance is found by UFCH during probation period.
- 5) The employment contract is agreed upon by UFCH and the employee, and takes effect after UFCH and the

1. 目的

依据相关法律规定和北京和睦家医疗救助基金会（以下简称“基金会”）的章程，结合实际情况，制定了本人事管理制度。以此规范基金会的人员聘用、培训等相关工作，保护受聘人员的合法权益，合理开发使用人力资源，提高队伍整体素质。

2. 原则

- 1) 基金会通过订立聘用合同明确与雇佣者的权利与义务。订立聘用合同遵循合法、公平、平等自愿、协商一致、诚实信用的原则。
- 2) 基金会严格按照国家和北京市相关规定和本制度进行人事管理工作，对工作人员实施管理。

3. 人员聘用

- 1) 受聘人员应当具备以下条件：
 - a) 遵纪守法；具有良好的职业道德；
 - b) 具有聘用岗位要求的文化程度、专业知识、工作能力以及职责要求的其他资格条件；
 - c) 有爱心和奉献精神；
- 2) 聘用工作应当遵循尊重，品德优先，着重实际，公平、公正、平等、择优的原则；不同性别、年龄、民族聘用人员享有平等权利。
- 3) 基金会根据实际运行需求制订人员计划并向理事会汇报。招聘信息在不同官方渠道发布。
- 4) 基金会招聘工作人员，依法与聘用人员签署聘用合同。适用期间不符合录用条件的，基金会可解除聘用合同。
- 5) 聘用合同由基金会与受聘人员协商一致，并

employee's signature or stamp. The employment contract is duplicated 2 copies, UFCH and the employee each holding a copy.

6) As national regulations states, an open-ended employment contract is offered after the employee who fulfills the term of open-ended years requirement.

4. Training, Evaluation and Exit

1) New employee will receive orientation at the arrival of on-board. The orientation includes basic information of UFCH, professional ethics and professional disciplines related in charity, UFCH AOA, information and workflow of the position and so on.

2) UFCH organizes and conducts trainings to employee on charity laws, by-laws and regulation, as well as knowledge and skills needed in the positions regularly or irregularly.

3) UFCH evaluates the employee's performance periodically against the position requirements duties and set goals, then to determine and implement incentive plan accordingly.

4) UFCH applies the social insurance and other benefits for the full-time employee in accordance with the relevant regulations.

5) UFCH has the right to terminate unqualified employee, the employee also has the right to resign. Both parties shall fulfill the procedures in accordance with the provisions stated in the employment contract.

经基金会与受聘人员在聘用合同文本上签字或者盖章生效。聘用合同一式两份，基金会和受聘人员各执一份。

6) 按照国家规定，受雇人员满足无固定期限后，可以签订无固定期限合同。

4. 培训、评估和离职管理

1) 新聘工作人员正式上岗，应当接受岗前培训。培训内容包括基金会基本知识、职业道德和职业纪律教育、本基金会章程及制度、本岗业务知识及工作流程等。

2) 定期和不定期的组织安排工作人员进行公益慈善行业法律、法规和规范培训，以及岗位知识技能培训。

3) 基金会按照岗位职责要求和工作目标，定期评估工作人员工作绩效，根据评估结果决定和实施激励方案。

4) 基金会按照有关规定给专职工作人员办理社会保险及福利待遇方案。

5) 基金会有权辞退不合格的员工，同时员工具有辞职的自由，双方按照聘用合同规定履行手续。

END OF POLICY

政策结束